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GOVERNMENT OF ODISHA

FINANCE DEPARTMENT

RESOLUTION

The 5th August 2014

SUBJECT—**Constitution of Empowered Committee for filling up of Vacant Posts in Government Departments/Offices**

In view of the existing restrictions on filling up of certain categories of base level posts as stipulated in Finance Department Office Memorandum No 10954/F dated 14.03.2001 and the need for filling up of vacancies to help expedite execution of Government schemes and programmes as well as delivery of public services, the State Government after careful consideration have decided to put in place an institutional mechanism for grant of permission for filling up of base level vacant posts by way of direct recruitment.

Accordingly, an Empowered Committee will be constituted for grant of permission to fill up base level vacant posts in Government Departments and Offices at various levels by way of direct recruitment.

Composition, Terms of Reference and the Working Procedure:

The composition of the Empowered Committee will be as follows:

I. Composition of Empowered Committee:

1.	Additional Chief Secretary to Government, **Finance Department.**	:	**Chairman**
2.	Special Secretary to Government, **Planning & Coordination Department.**	:	**Member**
3.	Secretary to Government, **ST & SC Development Department.**	:	**Member**
4.	Special Secretary to Government, **General Administration Department.**	:	**Member**
5.	Secretary to Govt. of the **Department in which the vacancies will be filled up.**	:	**Member Convenor**

II. Terms of Reference :

a. The Empowered Committee will consider the proposal of the Administrative Department(s) for filling up of vacancies by direct recruitment and grant permission for filling up of base level vacant posts in **Group 'B', 'C' and 'D'** by direct recruitment, abolition of redundant vacant posts and redeployment of personnel in active positions.

b. The Administrative Departments are authorised to fill up Group-A base level vacant post by direct recruitment under their control at their level after obtaining orders of the Appropriate Authority. However, the Administrative Departments will keep the Finance Department informed by sending an intimation in **Annexure-I** before filling up the posts and in **Annexure-III** after the posts are filled up.

III. Working Procedure :

a. The Administrative Department will consolidate the vacancies in the Secretariat, Heads of Department and Sub-ordinate Offices and submit the proposal for filling up of the vacancies by direct recruitment in **Group 'B', 'C' and 'D'** which are absolutely required to be filled up in the interest of public service delivery and for implementation of development and infrastructure projects through a Memorandum.

b. The Memorandum should *inter alia* contain the following information in complete shape and circulated under the signature of the Member-Convenor among all the members of the Committee with a request to offer their comments within a period of 2 weeks from the date of receipt of the Memorandum :

i) Justification for filling up of vacant posts ;

1. Whether required for delivery of public services ?
2. Whether required for execution of specific projects/ programmes ?
3. Whether required for regulatory and oversight function ?
4. Whether required for technical and productive work ?

ii) Financial implication of filling up of the posts proposed to be filled up;

1. Whether Budget provision for the vacant posts proposed to be filled up is available.
2. If Yes, indicate the Sector i.e. Non Plan/State Plan/ Central Plan/Centrally Sponsored Plan Schemes ?
3. If No, indicate the Budget provision required to be made for salary and non-salary entitlements and the Sector i.e. Non Plan/State Plan/ Central Plan/Centrally Sponsored Plan Schemes under which provision is to be made.

iii) Specify the method of recruitment indicating the recruitment rules.

iv) Whether vacancies earlier allowed to be filled up by Finance Department have been filled up. If not, steps taken for filling up the vacancies.

v) Timeline for completion of the recruitment process.

c. The Memorandum should be accompanied with the following information :

i) Office-wise and category-wise position of Sanctioned Posts (direct recruitment quota only), Men in Position against Sanctioned Posts(direct recruitment quota only), Vacancies(direct recruitment quota only), Vacant Posts proposed to be filled up (direct recruitment quota only) and the vacant post to be abolished (if required), in **Annexure-I**.

ii) Information relating to regularisation of contractual appointees in terms of G.A Department Resolution No. 26108/Gen dated 17.09.2013 read with Resolution No. 1066/Gen dated 16.01.2014 and Resolution No. 4591/Gen dated 15.02.2014 and employees conferred with 'Temporary Status' and subsequently regularised in terms of Finance Department Resolution No. 31715/F dated 04.09.2012 in **Annexure-I**.

iii) Information relating to other category of employees in **Annexure-II**.

iv) Information relating to the vacant posts/positions which have become redundant in **Annexure-I**. Such redundant positions/vacancies are to be redeployed or abolished, as the case may be.

v) Information relating to recruitment made by the Administrative Department since 1st April during 2014 and from 1st January to 31st December in subsequent years in **Annexure-III**.

d. i) The present vacancy position as on 1st July, 2014 and Vacant Posts proposed to be filled up need be identified in the above manner and placed before the Empowered Committee for grant of permission to fill up the vacant posts.

ii) Thereafter, vacancies as on 1st January of each calendar year and Vacant Posts proposed to be filled up should be placed before the Empowered Committee for grant of permission to fill up the vacant posts.

e. The members of the Committee, on receipt of a copy of the Memorandum shall within 2 weeks' time furnish their responses. In case no response is received within 2 weeks, the Convenor Administrative Department shall issue a reminder to the consulting Departments insisting on their response within further 7 days' time. In the absence of clear cut 2+1 weeks' prior notice, the memorandum shall not be taken into consideration for approval.

f. On receipt of comments from the consulting Departments/ conclusion of the period of three weeks, the Administrative Department will prepare a statement showing the observations of the consulting Departments and response of the Administrative Department on each such observation. The statement will be circulated along with the notice for convening the meeting. At least seven clear days will be allowed between the issue of notice for the meeting and the scheduled date of the meeting.

g. The draft minutes of the Committee prepared by the Member-Convenor in the format in **Annexure-IV** will be put up for approval of the Chairman.

h. After approval of the minutes, the Administrative Department shall take action accordingly.

ORDER

Ordered that this Resolution be published in the Extraordinary issue of Odisha Gazette.

By Order of the Governor

5/8/2014

(U. N. Behera)
Additional Chief Secretary to Govt.

ANNEXURE-I

THE PROPOSAL FOR DIRECT RECRUITMENT AGAINST VACANT POSTS

(As on 1st July, 2014 / 1st January in subsequent Years)

Sl. No	Name of the Office	Description of Posts/ Designation	Category i.e. (Group 'A', 'B', 'C', & 'D' /other Category)	Pay Band & G.P	Mention whether State Cadre (including Secretariat & HoD) or District Cadre	Sanctioned Strength of Regular Posts (Direct Recruitment Quota only) (As on 1st July,2014/1st January in subsequent years)			G.O. No. & Date in which sanctioned
						Plan	Non-Plan	Total	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Total for the State :									

Signature of the Secretary of the Department _____

Name _____

Designation _____

Date _____

Men in position against Sanctioned Posts (Direct Recruitment Quota only) (As on 1st July,2014/1st January in subsequent years)			Out of the employees in Column-11-13, the number of contractual employees regularised in terms of G.A Department Resolution No. 26108/Gen dt. 17.09.2013 read with Resolution No. 1066/Gen dt. 16.01.2014 and Resolution No. 4591/Gen dt. 15.02.2014			Out of the employees in Column-11-13, the number of employees conferred with "Temporary Status" and subsequently regularised in terms of Finance Department Resolution No.31715/F., dt.04.09.2012			Vacancies against Sanctioned Posts (Direct Recruitment Quota only) (As on 1st July,2014/1st January in subsequent years)		
Plan	Non-Plan	Total	Plan	Non-Plan	Total	Plan	Non-Plan	Total	Plan	Non-Plan	Total
(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)

Signature of the Secretary of the Department _____

Name _____

Designation _____

Date _____

Vacant posts (Group 'A', 'B', 'C' and 'D') proposed to be filled up by Direct Recruitment			Justification for filling up the posts	Redundant Posts proposed to be redeployed / abolished			Remarks of the proposing Department, if any	Comments of the Members of the Committee
Plan	Non-Plan	Total		Plan	Non-Plan	Total		
(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)

Signature of the Secretary of the Department _____

Name _____

Designation _____

Date _____ _____ _____

ANNEXURE-II

STAFF POSITION OF OTHER CATAGORIES

(As on 1st July, 2014 / 1st January in subsequent Years)

Category	Name of the Office	Description of Posts/ Designation	Pay Band & GP / Consolidated Remuneration	Sanctioned strength, if any	No. of employees actually working	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
(i) Work Charged Establishment						
Total for the State :						
(ii) Contract Service with regular scale of pay						
Total for the State :						
(iii) Contractual employees with consolidated remuneration against posts created with concurrence of Finance Department						
Total for the State :						
(iv) Job Contract employees under R&DM Dept.						
Total for the State :						
(v) No. of employees conferred with "Temporary Status" in terms of Finance Department Resolution No. 31715/F., dt.4.9.2012						
Total for the State :						

Signature of the Secretary of the Department _____

Name _____

Designation _____

Date _____

ANNEXURE-III

POSITION OF RECRUITMENT MADE BY THE ADMINISTRATIVE DEPARTMENT

(Since 1st April during 2014 / from 1st January to 31st December in subsequent Years)

Sl. No	Name of the Office	Description of Posts/ Designation	Category i.e. (Group 'A', 'B', 'C', & 'D' /other Category)	Pay Band & G.P	Mention whether State Cadre (including Secretariat & HoD) or District Cadre	Recruitment made by the Administrative Department (Direct Recruitment Quota only) (Since 1st April during 2014 / from 1st January to 31st December in subsequent Years)		
						Plan	Non-Plan	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Total for the State :								

Signature of the Secretary of the Department _____

Name _____

Designation _____

Date _____

ANNEXURE – IV

Format for preparation of Memorandum of Minutes of the meeting of Empowered Committee for grant of permission for filling up of Vacant posts by way of direct recruitment.

1. Statement of the proposal of the requisitioning Department _____ (briefly state the sanctioned strength and number of vacancies in each category of posts required to be filled up by direct recruitment in the Department and the number of posts proposed to be filled up under each category by direct recruitment along-with the justification) -

2. Financial implication of the proposal _____ (indicate the provision to be made for salary and non-salary entitlements for the posts under Plan or Non Plan Sector) -

3. Comments of Consulting Departments -

4. Supplementary information if any provided during the course of the meeting of Empowered Committee -

5. Recommendation of the Empowered Committee -

Secretary to Government
_____ Department
Member - Convenor

Special Secretary to Government
General Administration Department
Member

Secretary to Government
ST & SC Development Department
Member

Special Secretary to Government
Planning & Co-ordination Department
Member

Additional Chief Secretary to Government
Finance Department
Chairman

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